Referred Reports

DA Form 67-9
Officer Evaluation Report

Reference AR 623-3 & DA Pam 623-3

The Referral Process

1. **What is a referred evaluation?** A referred OER contains any of the following information listed below:
   - a rating of "NO" in Part IVa–b.
   - an entry of "FAIL" or an entry of "NO" in Part IVc,
   - a performance and potential evaluation in Part Va of "Unsatisfactory performance. Do not promote"
   - a performance and potential evaluation in Part Va or VIIa of "Other" where the required explanation has derogatory information.
   - a senior rater promotion potential evaluation of "Do Not Promote" in Part VIIa.
   - senior rater potential evaluation in the bottom two boxes of Part VIIb.
   - negative remarks about the rated officer in the rating officials narrative in Parts Vb, Vc, VI, or VIIc.
   - relief for cause (as a reason for submission)

2. **Why refer an evaluation?** "Referring" an OER is the process of making sure that a rated officer (RO) knows that his/her OER contains derogatory information and that the senior rater (SR) is providing him/her an opportunity to submit comments in return. Those comments are reviewed by the SR(when appropriate). The comments are then sent with the OER and are made available for future selection boards and career decisions.

3. **Who is responsible for this process?** The senior rater is responsible for executing this process and ensuring that that the evaluation is submitted in accordance with AR 623-3.

4. **What are the impacts of a referred report?** A referred report may be a basis for additional actions at the command or HRC level (such as promotion review or show cause board) but the content of evaluation, not the referred status, is the determinant for these actions.

Note: Senior Rater = SR Rated Officer = RO

How to refer an evaluation to the rated officer.

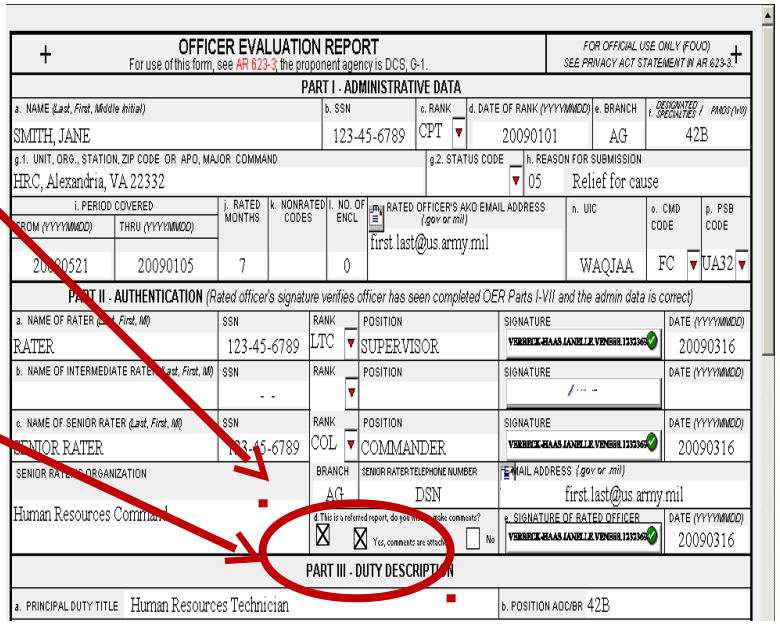
Reference AR 623-3 para 3-36

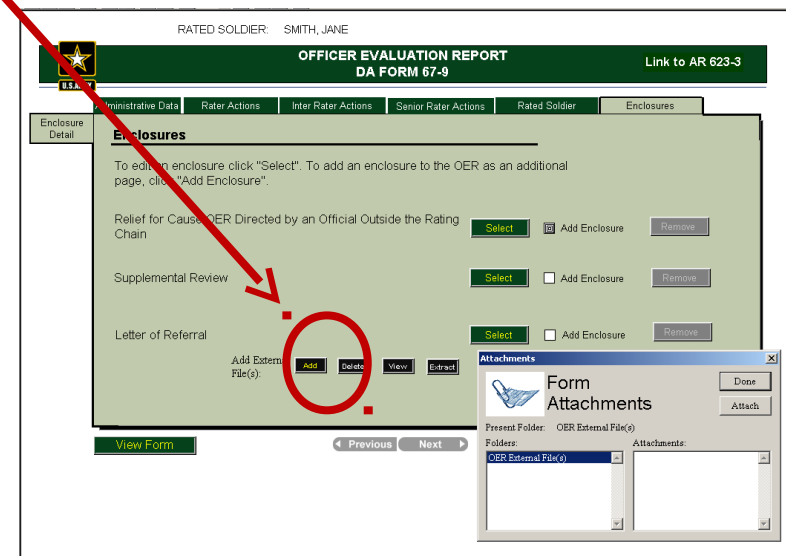
1. SR refers evaluation to RO (preferably face to face) by placing an “x” in the appropriate box in part IId.

2. The SR will route the OER to the RO. The RO will be given the opportunity to provide comments by a suspense date given by the SR. The comments will be factual and limited to matters directly related to the OER. RO comments do not constitute an appeal (see AR623-3, Chapter 6). RO marks an “x” in the appropriate box in part IId and then signs the evaluation. (See next slide on how to have 2 people sign from one computer) RO will upload comments as an external file through the AKO Wizard and route it back to the SR thru AKO Forms.

3. If the SR decides that the comments provide significant new facts about the ROs performance and could affect the ROs evaluation, the SR may refer them to the other rating officials. The Rater and SR may reconsider their assessment and elect to raise their evaluation of the RO. However, the assessment may not be lowered because of the ROs comments.

4. If the evaluation report is changed but still requires referral, the report will again be referred to the RO for acknowledgment and any new comments. Only the latest acknowledgment and comments (if





Letting 2 people sign from 1 computer.

Anyone can put a second CAC reader on a machine (in an available port) and use that CAC reader to allow a second person to sign a document while the primary computer user remains signed on with his/her CAC.

In application: After the face to face referral is conducted, the RO may sign the evaluation in the SR's office using the second CAC reader or leave the office and digitally sign the evaluation at another desk.

How to refer an OER when the RO is unavailable for a face to face referral.

Reference AR 623-3 para 3-36

1. The SR should always try to refer reports to the RO before the Soldier departs due to PCS, retirement, or release from active duty.

2. When the RO is unavailable for a face to face referral, the SR will refer the OER and send the evaluation to the RO through electronic means or mail. The SR will provide the RO a reasonable suspense date to provide comments to the OER and complete the action.

3. The RO is responsible for leaving a current forwarding address or email address when he/she departs a unit. Using methods such as the AKO Forms Routing, emails with a "read receipt" tool, or certified mail is sufficient to constitute constructive service of a referred evaluation.

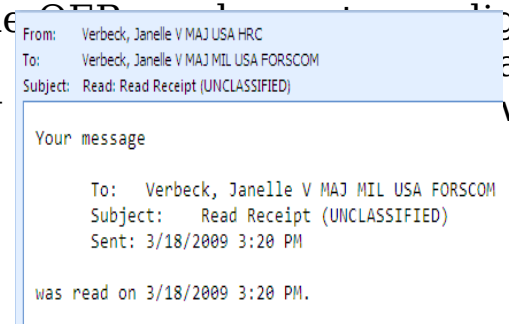
4. If an evaluation sent by these various methods is returned indicating that the RO may not be reached at that address or the RO has chosen not to meet the suspense, the SR will attach a signed copy of the referral to the original OER and indicate either on the original referral or a second attachment that the RO failed to complete the acknowledgment. The SR will then send it to the reviewer, as appropriate. (see Relief For Cause Slides) or HQDA as appropriate to complete the referral process.

Methods to refer an OER when RO is unavailable for a face to face

Methods to refer an OER: **Comments must be signed by the RO** *Reference AR 623-3 para 3-36*

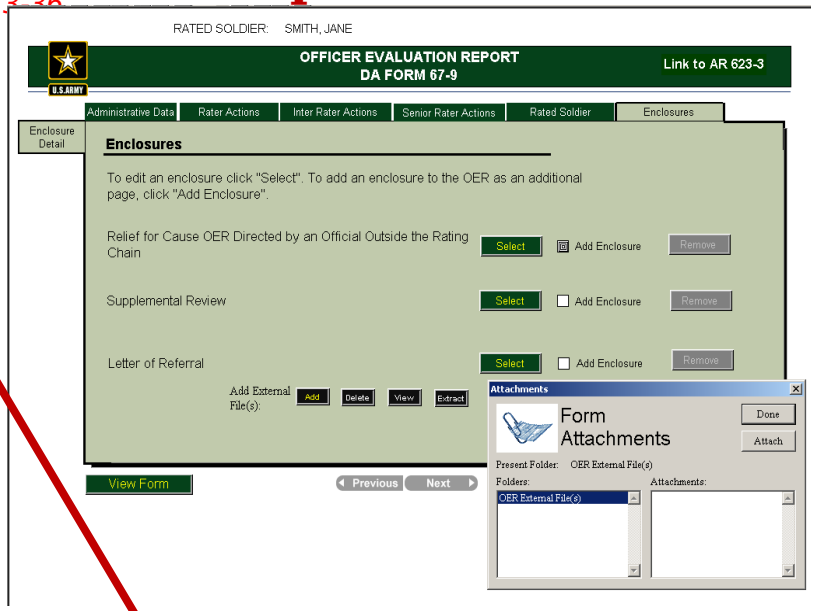
AKO Forms: This is the best method. The SR will complete the Referral Memo (see next slide) and route it using AKO Forms to the RO. The RO will open the form and select the appropriate "X" in Part IId. If the RO chooses to provide comments, the RO will upload comments thru the AKO Wizard. Confirmation of receipt can be tracked and proved by the AKO Tracking tool.

Email: This method is another way to contact the unavailable RO. The OER [illegible] digitally signed X[illegible] File. [illegible] an be tracked proved by [illegible] with a "read receipt".



Certified Mail: The SR can refer, in writing, a copy of the completed report to the RO for acknowledgment and provide a suspense for

RO Upload Comments



AKO Tracking Tool

Referral memo sample to be used when RO is unavailable

DA PAM 623-3, fig 2-8

(Letterhead)

(Office Symbol) (Marks Number) (Date)

MEMORANDUM FOR (Rated officer's name and address)

SUBJECT: Officer Evaluation Report (OER) Referral (Report period). (Rated officer's name, rank, BR, SSN)

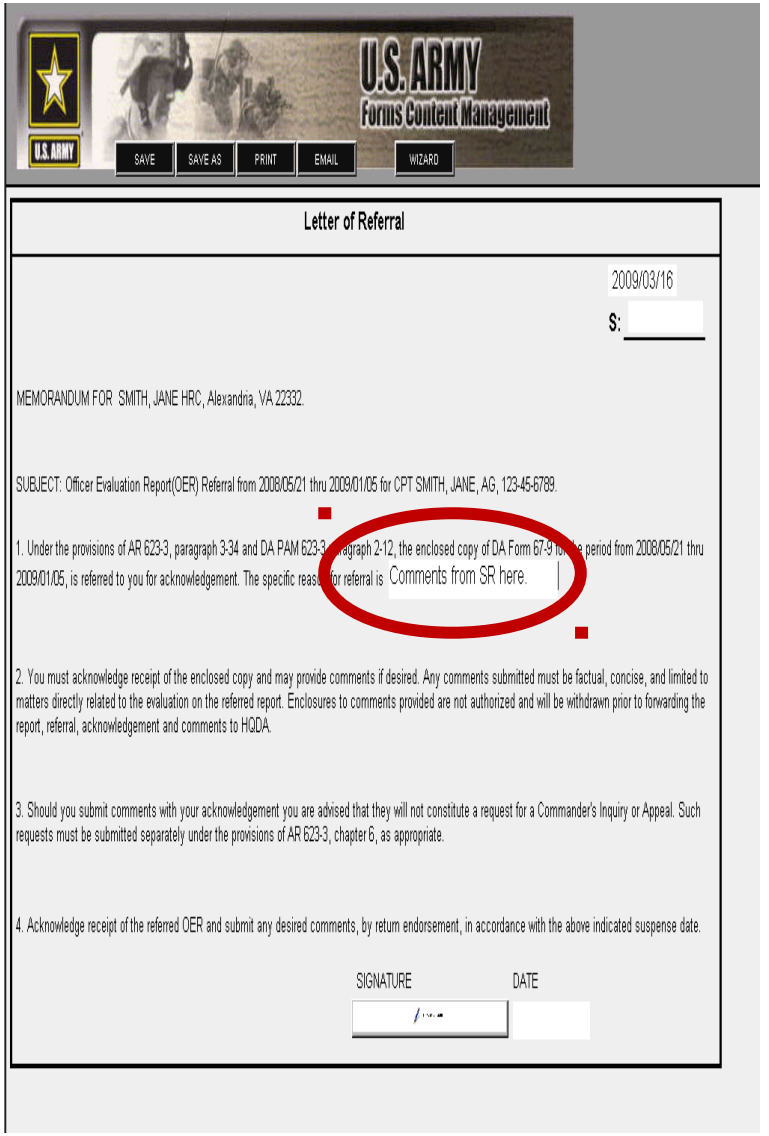
1. Under the provisions of AR 623-3, paragraph 3-34 and DA Pam paragraph 2-14, the enclosed copy of DA Form 67-9 for the period (REPORT PERIOD), is referred to you for acknowledgment. The specific reason for referral is (cite the reason(s) found in AR 623-3, applicable subparagraph of paragraph 3-34).

2. You must acknowledge receipt of the enclosed copy and may provide comments if desired. Any comments submitted must be factual, concise, and limited to matters directly related to the evaluation on the referred report. Enclosures to comments provided are not authorized and will be withdrawn prior to forwarding the report, referral, acknowledgment and comments to HQDA.

3. Should you submit comments with your acknowledgment you are advised that they will not constitute a request for a Commander's Inquiry or Appeal. Such requests must be submitted separately under the provisions of AR 623-3, chapter 6, as appropriate.

4. Acknowledge receipt of the referred OER and submit any desired comments, by return endorsement, in accordance with the above indicated suspense date.

Encl (Signature block)

Currently, The memo sample provided by the DA PAM 623-3 should be used. When version 7.0 is released, referral memos will be generated by the AKO Wizard.

AKO Generated Letter of Referral